

**RECORD OF PERFORMANCE QUALIFICATIONS**  
**PS**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material should be available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit, or from government sources. A listing of reference material (hyperlinks provided where available) is located at the back of this Tab.

**This revision to the EPQs changes the weapons course of fire to completion vice qualification. It changes no other previous tasking. Therefore, the SWE effective dates remain unchanged and if members have completed tasks on the previous edition of these EPQs, then signatures should be transferred for those completed tasks to this newer edition.**

**Formatting is updated, standards (reference material) and hyper-links to the standards is also provided.**

<b>RATING</b> PORT SECURITY SPECIALIST (Effective for the OCT 2003 Reserve SWE)			<b>ABBREVIATION</b> PS		
<b>DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL</b>					
<b>E-4</b>		<b>E-5</b>		<b>E-6</b>	
<b>E-7</b>		<b>E-8</b>		<b>E-9</b>	
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SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT
REMARKS				

RATING: PORT SECURITY SPECIALIST	INIT	DATE
<p><b>A. SECURITY</b></p> <p><b>4.A.01 Participate</b> as a team member in a security patrol IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and USMC Marine Battle Skills Training Handbook, 2-13-1 to 2-13-2</p> <p><b>SupGuide:</b> To acquire basic skills for deterring and detecting breaches in security, criminal activities and safety issues</p> <p><b>4.A.02 Stand</b> a security post as a member of a security team IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and USMC Marine Battle Skills Training Handbook, 3-14-41 to 3-14-43</p> <p><b>4.A.03 Establish</b> access/entry control points as a member of a security team IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and USMC Marine Battle Skills Training Handbook, 3-14-41 to 3-14-43</p> <p><b>SupGuide:</b> Create, modify or maintain designated control points</p> <p><b>4.A.04 Participate</b> as a team member at a designated access/entry control point IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and Port Security Unit Personal Qualification Standards COMDTINST M1540.11 (series)</p> <p><b>SupGuide:</b> Verify personnel and vehicle identification and authorization for access</p> <p><b>4.A.05 Participate</b> in the enforcement of a waterside security zone as a member of a harbor patrol team, IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Navy Tactics, Techniques and Procedures for Naval Coastal Warfare Operations (NTTP) 3.10.1</p> <p><b>4.A.06 Participate</b> as a team member in a security inspection of a waterfront facility IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Navy Physical Security Manual, OPNAVINST 5530.14</p>		
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<p><b>5.A.01 Conduct</b> a security patrol as the team leader IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and USMC Marine Battle Skills Training Handbook, 3-13-7 to 3-13-12</p> <p><b>5.A.02 Perform</b> an initial safety inspection (ISI) IAW Maritime Law Enforcement Manual (MLEM) COMDTINST M16247.1 (series)</p> <p><b>SupGuide:</b> ISI should be conducted onboard a large capacity freight, tank ship, or passenger vessel</p> <p><b>5.A.03 Conduct</b> a security inspection of a waterfront facility as the Team Leader IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Navy Physical Security Manual, OPNAVINST 5530.14</p> <p><b>SupGuide:</b> To include completion of a security survey form</p> <p><b>6.A.01 Evaluate</b> the effectiveness of Security Inspection teams IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Navy Physical Security Manual, OPNAVINST 5530.14</p> <p><b>SupGuide:</b> Ensure quality of work, correct deficiencies as required</p> <p><b>6.A.02 Supervise</b> security patrol teams IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Physical Security Program, COMDTINST M5530.1 (series) and USMC Marine Battle Skills Training Handbook, 3-13-7 to 3-13-12</p> <p><b>SupGuide:</b> Plan, coordinate, assign personnel</p> <p><b>6.A.03 Evaluate</b> a ship's security plan IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), 33 CFR, PARTS 120 and 128, Navigation and Vessel Inspection Circulars (NVIC), No. 4-02 and 10-02 and G-M Policy Letter dated 04 SEPT 02</p> <p><b>SupGuide:</b> Member capable of understanding and correctly applying the scope of the various plan requirements identified in listed references.</p> <p><b>B. OPERATIONAL AUTHORITY AND TACTICS</b></p> <p><b>4.B.01 Respond</b> to a request for asylum IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Naval Coastal Warfare 3.10</p>		
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<p><b>4.B.02 Fire</b> the M-870 Riot Shot Gun IAW Ordinance Manual, COMDTINST M8000.2 (series).</p> <p><b>SupGuide:</b> Member will complete the Riot Shot Gun Course, although qualification is not a requirement.</p> <p><b>4.B.03 Fire</b> the M-16 Rifle IAW Ordinance Manual, COMDTINST M8000.2 (series).</p> <p><b>SupGuide:</b> Member will complete the M-16 Rifle Course, although qualification is not a requirement.</p> <p><b>4.B.04 Fire</b> the M-9 Service Pistol IAW Ordinance Manual, COMDTINST M8000.2 (series).</p> <p><b>SupGuide:</b> Member will complete the M-9 Service Pistol Course, although qualification is not a requirement.</p> <p><b>4.B.05 Perform</b> the following tactical procedures with weapon drawn and weapon holstered IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series).</p> <ul style="list-style-type: none"> <li>• Enter a compartment</li> <li>• Move through a passageway</li> <li>• Secure a doorway and hatch</li> <li>• Tactical lighting</li> <li>• Move up or down a ladder</li> <li>• Tactical communications</li> <li>• Quick peek</li> <li>• Use an inspection mirror</li> <li>• Slice the pie</li> </ul> <p><b>4.B.06 Remove</b> a weapon from a cooperative subject IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p> <p><b>4.B.07 Render</b> a found weapon safe IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p>		
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<p><b>4.B.08 Retain</b> control of your Personal Defense Weapon from a subject attempting to remove it under the following conditions IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p> <ul style="list-style-type: none"> <li>• When holstered</li> <li>• When drawn</li> </ul> <p><b>4.B.09 Conduct</b> a frisk search IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p> <p><b>4.B.10 Control</b> a subject using the following tactics and techniques IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)</p> <ul style="list-style-type: none"> <li>• combined techniques</li> <li>• two-person tactics</li> <li>• soft control techniques</li> <li>• hard control techniques</li> <li>• expandable baton</li> <li>• OC Spray</li> </ul> <p><b>SupGuide:</b> Member will apply the Commandant's Use of Force Continuum</p> <p><b>4.B.11 Handcuff</b> a subject IAW Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series).</p> <p><b>C. PORT READINESS AND CONTINGENCY PLANNING</b></p> <p><b>5.C.01 Perform</b> as a team leader in a port security exercise IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Exercise Planning Manual, COMDTINST M3010.21 (series)</p> <p><b>SupGuide:</b> To gain skills and experience in contingency operations. For the purpose of this EPQ an actual incident or operation maybe substituted.</p>		
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<p><b>7.C.01 Perform</b> as a “controller” or “evaluator” in a port security exercise IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Exercise Planning Manual, COMDTINST M3010.21 (series)</p> <p><b>8.C.01 Prepare</b> an exercise plan or an after-action report for a port security exercise Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series), Exercise Planning Manual, COMDTINST M3010.21 (series)</p> <p><b>SupGuide:</b> Serve as a chief planner or chief evaluator</p> <p><b>D. TRAINING</b></p> <p><b>6.D.01 Train</b> personnel in security tactics, techniques and procedures IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series) and Physical Security and Force Protection Program, COMDTINST M5530.1 (series)</p> <p><b>E. AT/FP</b></p> <p><b>4.E.01 Establish</b> unit security/defensive perimeter IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and USMC Marine Battle Skills Training Handbook</p> <p><b>5.E.01 Perform</b> a threat assessment survey of a shoreside facility/asset IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p> <p><b>5.E.02 Perform</b> a threat assessment survey of a waterside facility/asset IAW Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p> <p><b>5.E.03 Perform</b> a threat assessment survey of a CG facility/asset IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series)</p> <p><b>6.E.01 Prepare</b> a draft threat assessment IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p> <p><b>SupGuide:</b> To be used in developing or updating a shoreside, waterside, or unit security plan</p> <p><b>7.E.01 Review</b> a threat assessment IAW Physical Security and Force Protection Program, COMDTINST M5530.1 (series) and Volume VII-Port Security-Marine Safety Manual, COMDTINST M16000.12 (series)</p>		
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<p><b>GLOSSARY</b></p> <p><b>PARTICIPATE</b> To be actively involved in the performance of a task for the purpose of gaining knowledge and experience, while sharing in the overall responsibility for successful completion.</p> <p><b>STAND</b> To be a participant and successfully perform assigned duties.</p> <p><b>ESTABLISH</b> To set up or bring into existence.</p> <p><b>PERFORM</b> To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p><b>CONDUCT</b> To direct, control, or guide an action or evolution as the leader (supervisor).</p> <p><b>EVALUATE</b> To determine the significance or quality of actions performed or of documents and plans, by comparison to existing standards or requirements through careful appraisal or study and correct any discrepancies noted.</p> <p><b>SUPERVISE</b> Higher than conduct, to direct the actions of several teams or functions.</p> <p><b>PREPARE</b> Plan, gather, and assemble information to produce a document (i.e. forms and schedules).</p> <p><b>REVIEW</b> To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p><b>RESPOND</b> React to a given situation and successfully carry out appropriate basic actions that are consistent with existing response procedures or directives.</p> <p><b>FIRE</b> To discharge a weapon; evolution includes loading, charging (cocking), discharging and making the apparatus clear (safe).</p> <p><b>REMOVE</b> To take away or displace.</p>		
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<p><b>RENDER</b> To cause to be or to become.</p> <p><b>RETAIN:</b> To keep possession of.</p> <p><b>CONTROL</b> To exercise restraining or direct influence over; to compel compliance.</p> <p><b>HANDCUFF</b> To demonstrate ability to use wrist restraints properly.</p> <p><b>PLAN</b> To formulate a systematic strategy, course of action or program.</p> <p><b>TRAIN</b> To make proficient by instruction and practice</p>		
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<p><b>REFERENCE MATERIAL (hyperlink provided where available)</b></p> <p>Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), <a href="#">COMDTINST M16247.3</a> (series)</p> <p>Exercise Planning Manual, <a href="#">COMDTINST M3010.21</a> (series)</p> <p>G-M Policy Letter dated 04 SEPT 02</p> <p>Maritime Law Enforcement Manual (MLEM) COMDTINST M16247.1 (series)</p> <p>Naval Coastal Warfare 3.10</p> <p>Navigation and Vessel Inspection Circulars (NVIC), No. 4-02 and 10-02</p> <p>Navy Physical Security Manual, OPNAVINST 5530.14</p> <p>Navy Tactics, Techniques and Procedures for Naval Coastal Warfare Operations (NTTP) 3.10.1</p> <p>Ordinance Manual, <a href="#">COMDTINST M8000.2</a> (series)</p> <p>Physical Security and Force Protection Program, <a href="#">COMDTINST M5530.1</a> (series)</p> <p>Port Security Unit Personal Qualification Standards <a href="#">COMDTINST M1540.11</a> (series)</p> <p>33 CFR, PARTS 120 and 128</p> <p>USMC Marine Battle Skills Training Handbook</p> <p>Volume VII-Port Security-Marine Safety Manual, <a href="#">COMDTINST M16000.12</a> (series)</p>		
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